



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development
and Early Education

Stabilization Grants: Introduction to Quarterly Reporting

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Division of Child Development and Early
Education

Overview for Child Care Providers

January 2022



How to Receive Credit for Attending Today's Training:

- **Follow the link below/in the chat, or use the camera on your smart phone over the QR code:**

- <https://forms.office.com/g/TJ99veqBrb>

- **OR: you may email DCDEE_support@dhhs.nc.gov**

- Your name (as you want it to appear on your certificate)
 - The program you work for
 - Your email address
 - Your phone number
 - The date of the training you attended

- **You must request certificate for today's training by Friday. We'll email your certificate within one week.**



Turn on your smart phone's camera and hold here to take you to the attendee link

Today you'll learn...

- **How to report your Fixed Cost and Families Grant expenditures**
- **How to document your compensation plan**
- **How to upload documents**
- **Where to get help**
- **Key dates**
 - Update Opens January 19
 - Update Closes January 28
 - Reporting period is October-December 2021



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STABILIZING CHILD CARE

DATA AS OF DECEMBER 16

GRANTS OVERVIEW



3934

Approved
Applications



2833

Child Care
Centers



1101

Family Child
Care Homes

DCDEE SUPPORT



20

Webinars



18

Office Hours



1600+

Customer Service
Phone Calls

Stabilization Grant Process

CHILD CARE PROGRAMS

- Enter data in online portal
 - Initial application ✓
 - Monthly update ✓
 - Quarterly update
 - 6-month Recertification

STABILIZATION GRANTS

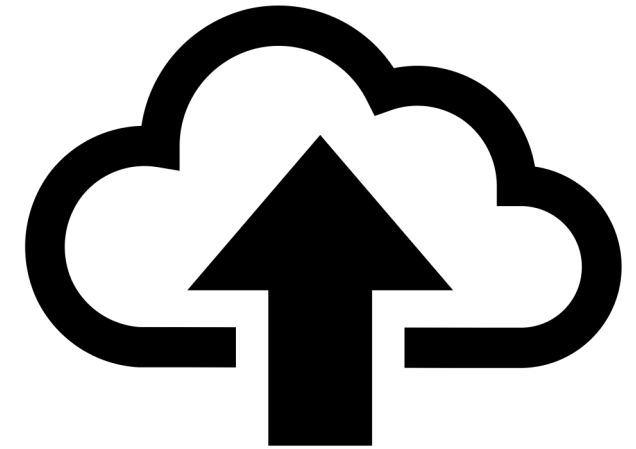
1 Fixed Costs & Families Grants

2 Compensation Support Grants

DCDEE is required to monitor how grants are being used

Required reporting through online portal

- **Monthly:** First week of each month, provide information on COVID-related closures, changes in enrollment or workforce, including education
- **Quarterly:** Share information on how you are spending grant funds - *Upload supporting documentation* - receipts, payroll, etc.
- **Every 6 Months:** Full recertification – Make any relevant changes to application



Quarterly Update – What's New?

- **Upload documentation for expenditures**
- **Give us compensation plan (if opted in)**
- **Plan for using unspent funds**
- **Does not save automatically.**
 - Must **“Save and Continue”**. Be sure to review and answer all questions before moving on to the last section: Workforce Updates.
- **Workforce Updates is moved to end to make navigation easier.**

Quarterly Update – What to expect

- **Section 1: Program Information**

- Name and license (pre-filled)
- Temporary closures (dates)
- Current Enrollment
 - You must have enrollment to continue receiving funds.
- Commercial Liability Insurance
 - **Not required, but strongly recommended**
 - How much does it cost? (Premium)
 - Coverage Limit Amount

Quarterly Update – What to expect

- **Section 2: Fixed Cost and Families Grant**

- How did you spend your funds?
- Documentation to support expenditures (Upload)

* How have you used the Stabilization Fixed Costs Grants during the past quarter? Please select all that apply.

☐ Rent or mortgage payments, utilities, facilities maintenance and improvements, or insurance

☐ PPE, cleaning and sanitation supplies and services, or training and professional development related to health and safety practices

☐ Purchases of or updates to equipment and supplies to respond to COVID-19

☐ Goods and services necessary to maintain or resume child care services

☐ Mental health supports for children and employees

☐ Teacher and staff recruitment

☐ Teacher and staff compensation

☐ Copayments and tuition payments for families with children enrolled in the program

☐ Repayment of costs incurred after the declaration of the public health emergency on January 31, 2020 for any of the categories listed

☒ Other

Please select a choice.

* Please Describe Other

Complete this field.

Please upload or retain documentation to support expenditures (receipts, invoices, bank statements, etc.)

:

Or drop files

Quarterly Update -

- **Section 3: Compensation Support Grant**

- Did you opt in? If so, which option?
- Documentation
 - Bonus Payment Plan or Salary/Benefits and Plan
 - Payroll documentation showing compensation expenditures

Quarterly Update -

- Section 4: Unspent Funds

IV. Unspent Funds

* Do you have any unspent funds from the first quarter?

☒ Yes

☐ No

[Previous](#) [Save and Continue](#)

* Describe the plan and timeline for expenditure of these funds

[Previous](#) [Save and Continue](#)

Reporting

- **Section 5: Certifications (Yes/No)**
 - Maintaining staff pay rates
 - Health and Safety
 - Supports for Families (If you've provided support, explain.)
 - Any Challenges we should know about?
- **Section 6: Workforce Updates**

Fixed Cost and Families Grant

Fixed Costs and Families – Use of Funds



**Rent, Mortgage,
Utilities**



Payroll Benefits



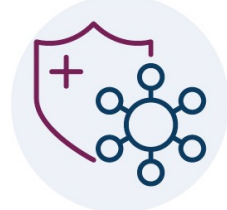
**Health & Safety
Training**



**Facility Maintenance
or Improvements**



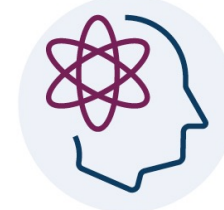
**PPE, Cleaning &
Sanitizing Supplies**



**Equipment Related to
COVID-19**



**Goods to Continue
Child Care**

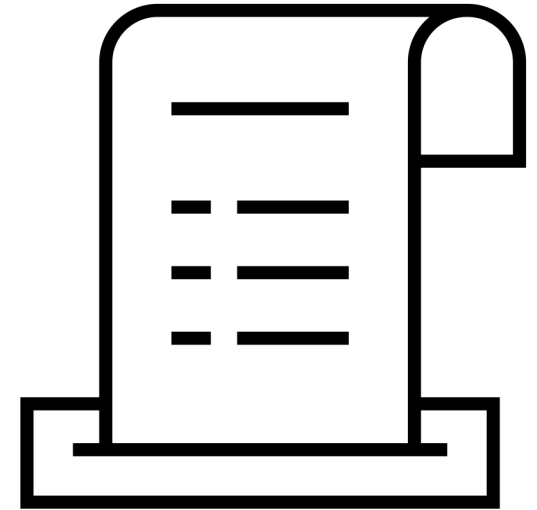


**Mental Health Support
for Staff & Children**

- **Assistance to families: tuition, registration fees, parent fees**

How do I document how I spend grant funds?

- **Online portal to submit records from using grant funds, such as:**
 - Payroll records
 - Bank or credit card statements
 - Cancelled checks
 - Receipts from vendors and stores
- **Reporting Recommendations:**
 - Secure receipts for cash payments
 - Seek professional assistance with tax and financial advice
 - Records must be retained for 7 years



Compensation Support Grants

Compensation Support Grants

- **Option 1: Provide Bonuses only**
- **Option 2: Increase Base Pay and/or Provide or Increase Benefits**
- **Option 3: Decline to participate in Compensation Grants (Opt out)**
- **You may change your option or opt out at the 6-month recertification.**
 - Must spend funds on option selected.

Option 1 – Bonuses Only - Grant Payment Amounts Per Quarter

- **\$600 per full time staff**
- **\$300 per part time staff**
- **12% administrative cost added**
 - Programs must provide bonuses to all staff
 - Recommend that bonus plan considers education and longevity

Sample Bonus Plan – Bonuses by education

Program Receives

Staff	Number	Amount per Quarter	Total Quarterly Payment
Full-Time	3	\$600	\$1800
Part-Time	2	\$300	\$600
		Total	\$2,400

Program Pays

Degree	# of Staff	Bonus per Quarter	Bonus per month	Total Bonuses Paid
BA/BS	2	\$700	\$233	\$1400
AAS	1	\$500	\$167	\$500
High School Diploma or GED	2	\$250	\$83	\$500
			Total	\$2,400

Sample Bonus Plan – Bonuses by longevity

Program Receives

Staff	Number	Amount per Quarter per person	Total Quarterly Payment
Full-Time	3	\$600	\$1800
Part-Time	2	\$300	\$600
Total	5		\$2,400*

Program Pays

Longevity	# of Staff	Bonus per Quarter	Bonus per month	Total Paid
>3 Years	1	\$700	\$233	\$700
1-3 Years	2	\$500	\$~167	\$1000
<1 Year	2	\$350	\$~117	\$700
			Total	\$2,400

Compensation Grant Option 2: Increase Pay or Benefits

- **Base pay increase is additional pay per hour**
- **Base pay is taxable and counts toward income**
- **Benefits do not typically count toward income eligibility; examples include:**
 - Health insurance
 - Mental health supports
 - Dental
 - Vision
 - Retirement
 - Short and/or long term disability
 - Paid time off
 - Child care tuition
 - Tuition for higher education

Option 2 - Base Pay/Benefits - Grant Amounts Per Quarter

	Non-Teaching Staff	1-Star/2-Star	3-Star	4-Star/5-Star
Full-Time	\$650	\$650	\$780	\$1560
Part Time	\$325	\$325	\$390	\$780
Administrative Cost			+12%	+12%
Quality Enhancement			+10% of Fixed Cost Grant	+10% of Fixed Cost Grant

Model Salary Scale

	Hourly Salary	% of B-K License	Monthly Salary	10 Month Salary	Annual Salary
B-K License Public School	\$20.19	100%	\$3,500	\$35,000	\$42,000
ECE Teacher (BA/BS)	\$19.18	97%	\$3,325	-	\$39,900
ECE Teacher (AAS)	\$15.14	75%	\$2,625	-	\$31,500
Infant/Toddler or Preschool Certificate	\$11.98	-	\$2,044	-	\$24,523

Documentation for Compensation Grants Options 1 and 2

What will I need to Upload?

1. Your compensation plan

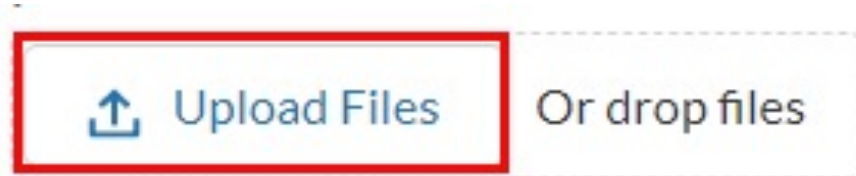
- a) You're required to establish a method for distributing compensation grant funds to staff. Plan must include all employees.
- b) This can be a narrative description, a table, spreadsheet or matrix for larger programs.
- c) Show your work! Tell us what's different. Plan should indicate changes you've made.

2. Proof of payments you've made or benefits you've provided

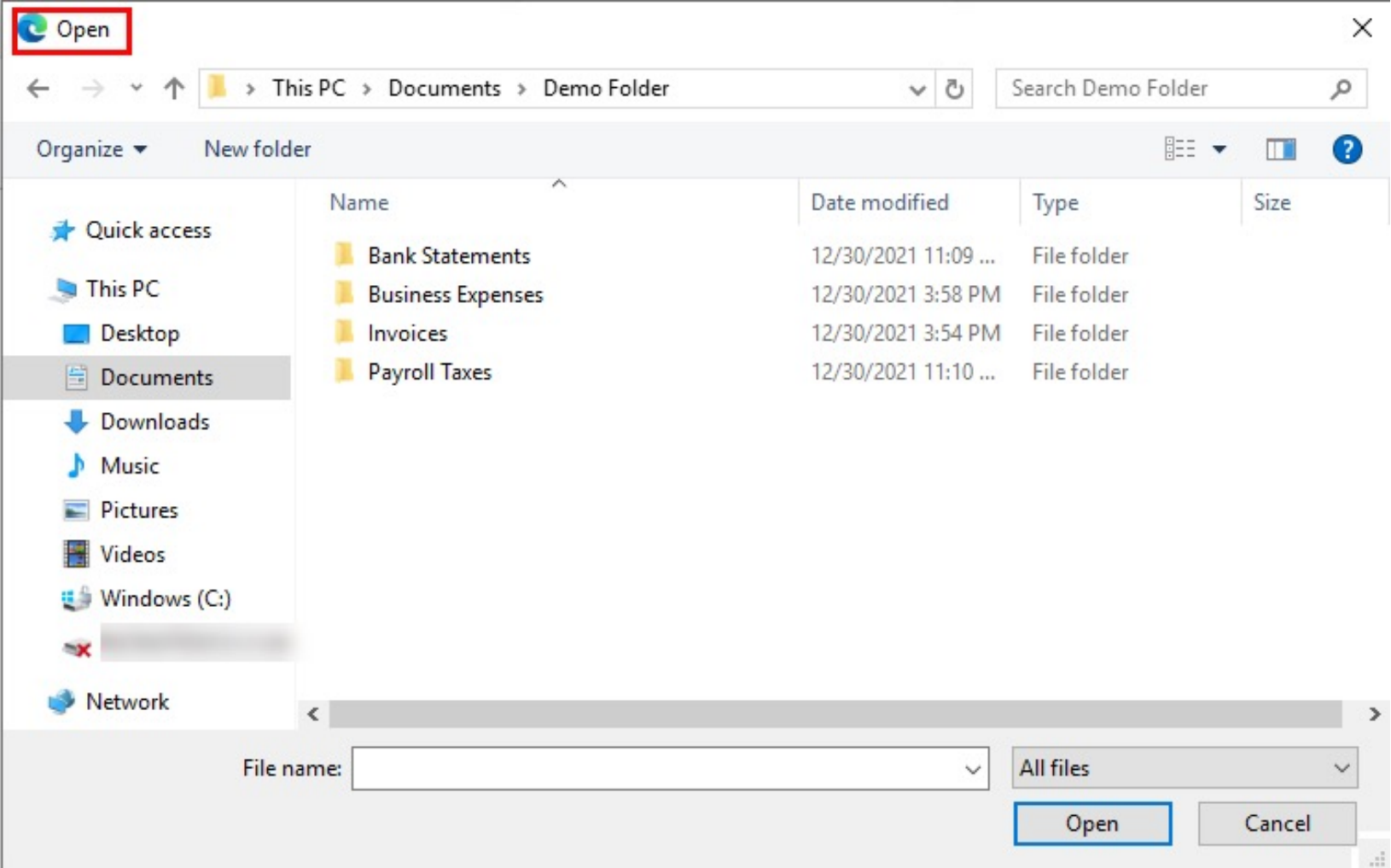
- Payroll records
- Cancelled checks
- Receipts or invoices from vendors

Uploading documents

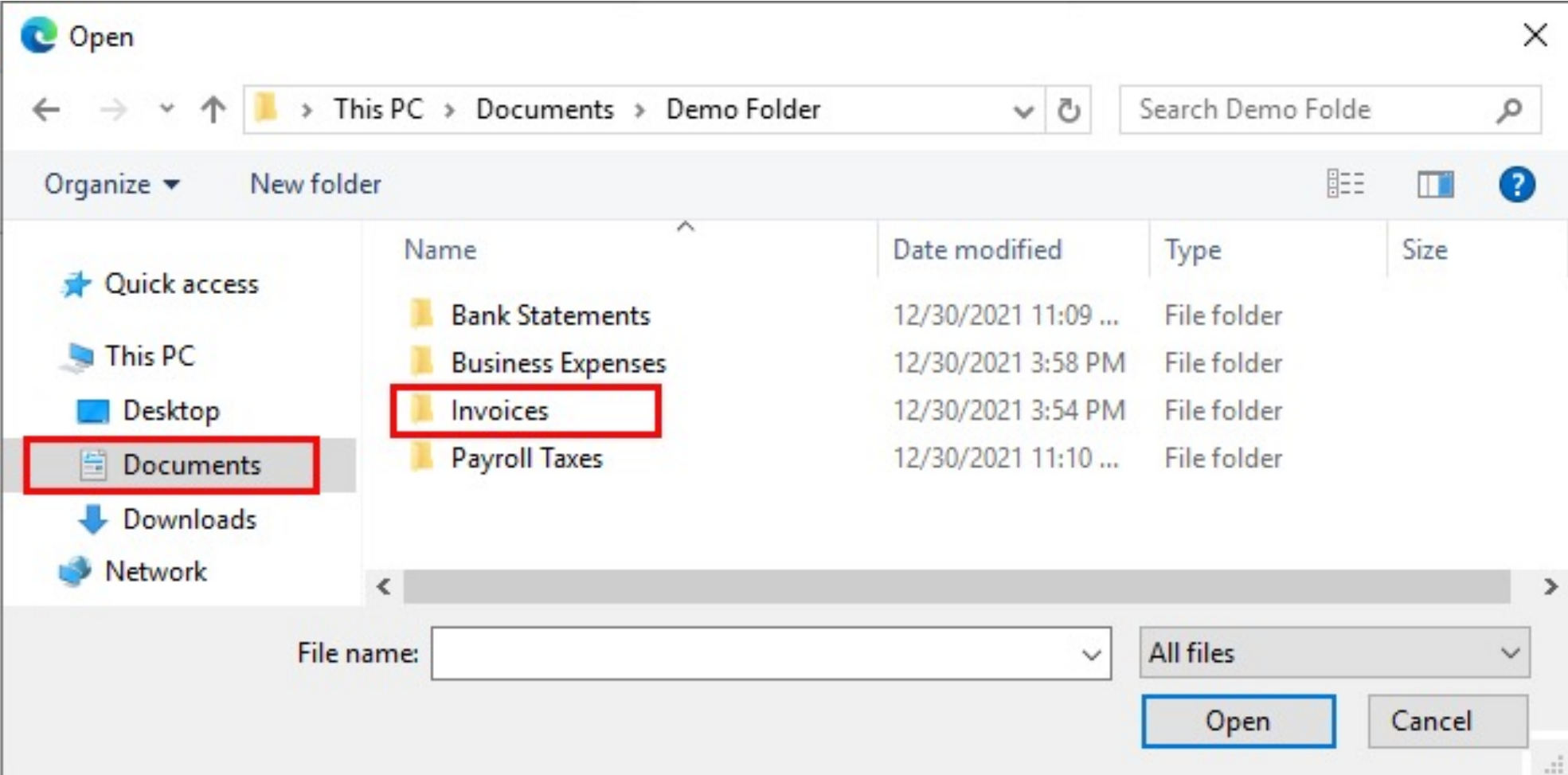
- **Acceptable upload formats**
 - PDF (preferred)
 - Excel(.xlsx)
 - Images: JPG, PNG
 - Word (.docx)
- **Click the Upload Files button to upload documents.**



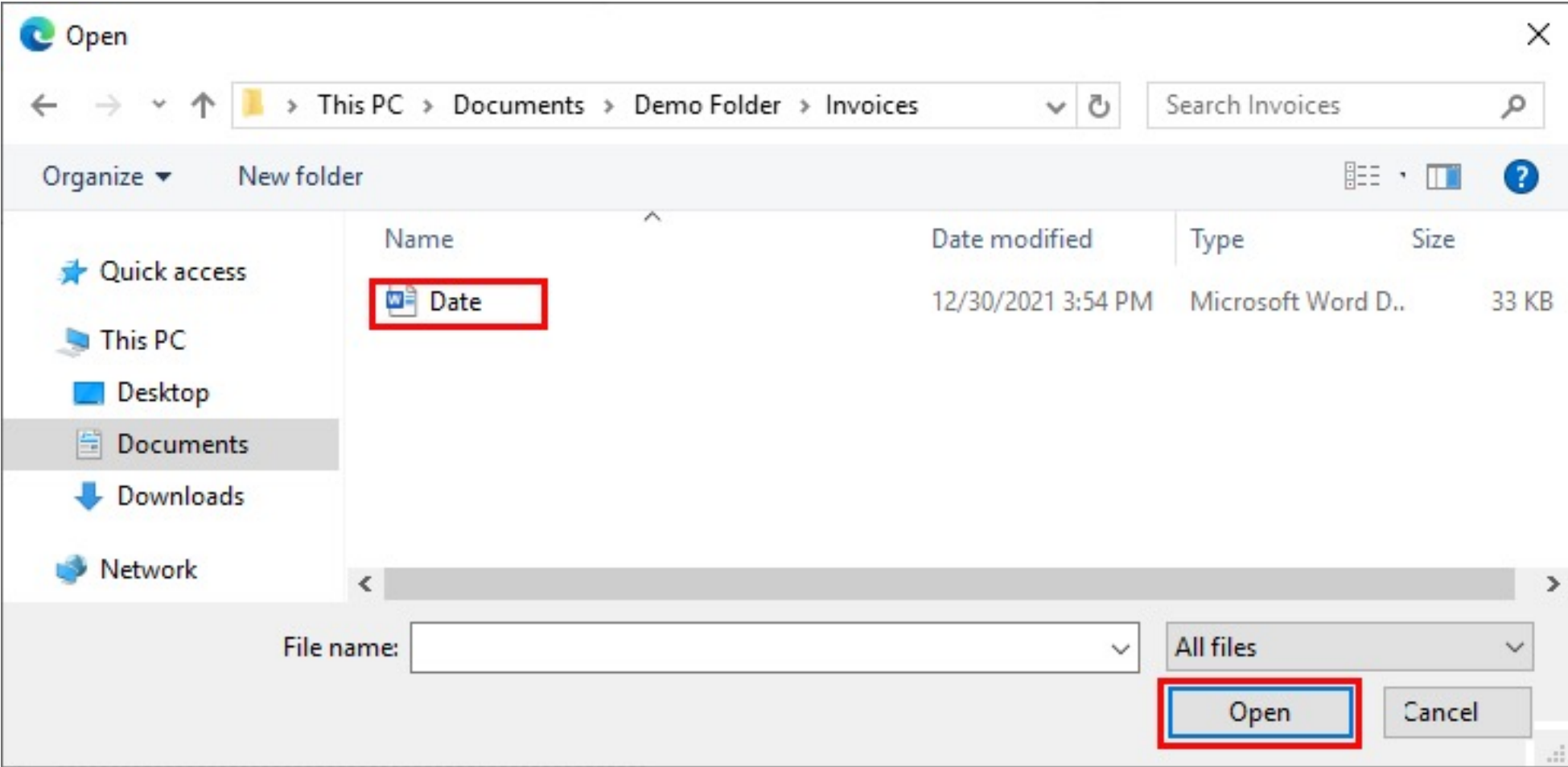
Uploading- The Open pop-up appears on your device.



Uploading - Select the applicable folder to upload.

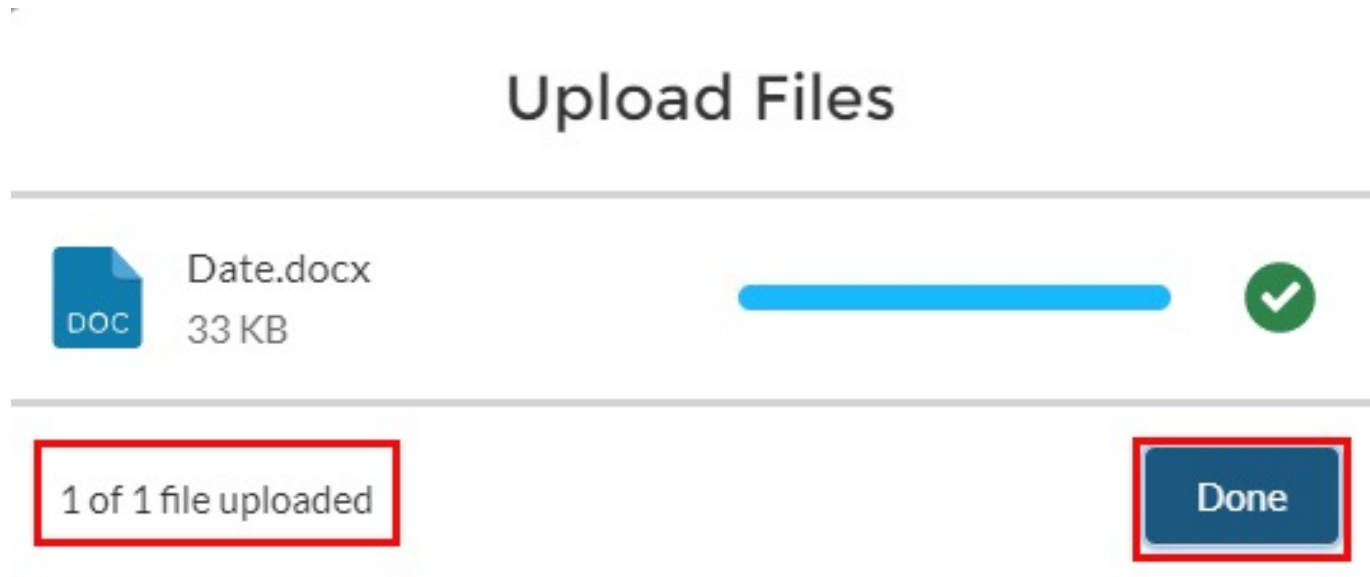


Uploading - Click on the applicable file then click Open.




Uploading - Green check mark means upload is complete.

- Click Done.





Uploading – Files

- The uploaded file will display in the Notes & Attachments section.

 Notes & Attachments (1)

Upload Files

Title	Type	Created By	Last Modified	
<div> Date</div>	File		1/2/2022, 9:51 PM	

View All

Resources - <https://ncchildcare.ncdhhs.gov/stabilization-grants>

- Training links and recordings
- Job Aids (step-by-step guides) for all grant-related tasks
- Customer Support



OR!

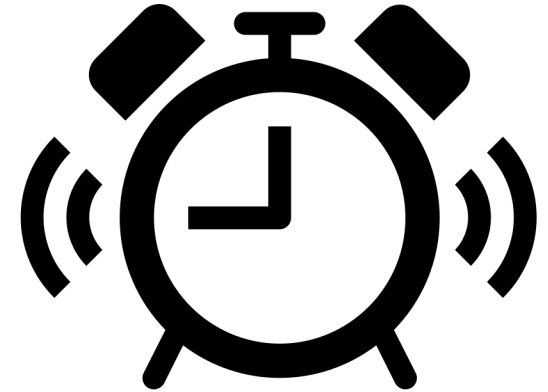



(919) 814-6300, select option 3

DCDEE_support@dhhs.nc.gov

Key Dates to Remember:

- **4Q2021 Updates Due: January 28, 2022**
- **Update Available in Portal: Now**
- 1Q2002 Grant Award Payment: Sent
- **Next Monthly Update due: February 1-7, 2022**
- Next Payment: Mid-March 2022
- Next Quarterly Update due: March 2022
- Last Day to Spend funds: September 30, 2023



A baby with dark hair is sitting on a grey rug, wearing a green and grey striped sweater and blue jeans. The baby is holding a bright pink ring in their mouth and looking towards the camera. In the background, there is a wooden shelf with many small framed pictures, a large grey cushion, and a bookshelf with colorful books. Various toys, including wooden blocks and a string toy, are scattered on the rug.

**Thank you for raising
North Carolina!**

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